

## **EMPLOYER POSTING**

- ☐ Is the required OSHA<sup>1</sup> workplace poster displayed in a prominent location where all employees are likely to see it?

**Action to be Taken**

**Assigned To:**

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- ☐ Are emergency telephone numbers posted where they can be readily found in case of emergency?

**Action to be Taken**

**Assigned To:**

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- ☐ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and “Material Safety Data Sheets” been posted or otherwise made readily available to affected employees?

**Action to be Taken**

**Assigned To:**

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- ☐ Are signs concerning “Exiting from buildings,” room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

**Action to be Taken**

**Assigned To:**

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- ☐ Is the OSHA Form 300A, Summary of Occupational Illnesses and Injuries, posted from February 1 to April 30?

**Action to be Taken**

**Assigned To:**

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<sup>1</sup> The term, “OSHA”, when used in these checklists, will generally mean “HIOSH”; i.e., “...required OSHA workplace poster...” refers to the HIOSH workplace poster (Job Safety and Health Protection).